

PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES**Wednesday, November 10, 2010**

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:09 pm by Steven Ferguson, Chairperson.

ROLL CALL

Present Members Ferguson, DePalo, Layfer, Prouty and Yegparian (late 6:15) **Absent...** None
Staff Present... Director Chris Daste; Assistant Director Marisa Garcia, Deputy Directors Jan Bartolo, Gaby Flores, Teri Stein;
 Administrative Officer Johnathan Frank, Managers Gwen Indermill , acting Recording Secretary Paula Ohan

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

WRITTEN COMMUNICATIONS

A thank you letter was received from Save L.A. River Open Space.

APPROVAL OF MINUTES

Minutes were approved for October (passed 4-0).

ORAL COMMUNICATIONS

None.

ANNOUNCEMENTS

Teri Stein (who is retiring) was honored. Upcoming events were announced.

NEW BUSINESS**1. Park Patrol Program**

Mr. Daste reported that the safety of our parks is the number one priority. He gave a brief update on how Park Patrol was in charge of patrolling and handling activities related to the park in the past. With the budget crisis, the funding that was originally received for the program through grants is running out. Staff advised the Board that there would need to be significant cuts and a reprioritization made. Mr. Daste noted that Mr. Layfer originally brought up the idea of imposing a fee to recreation class participants to help fund the park patrol program. The idea, which was supported by the Board, would be brought to council via a 1 step 2 step process. However, Mr. Daste was encouraged by conversations with the Police Department on their idea for the Park Patrol program, which Captain Albanese would discuss.

Captain Albanese gave an overview of the current situation for which grant funding ended in September. He explained that the City Council underwrote money to continue the program, however, it was up to staff to come up with a program to deliver service and provide safety in the parks. Although a work in progress, the Police Department will soon be initiating a Beat Integrity Program (BIP). He noted that the City would be divided into beats as related to policing. This would be a hybrid model of a number of police departments where they have the same officer in the same beat, communication with the neighborhood community, as a clearing house for services needs, and ever present. BPD intended to use a similar model and incorporate technology. They will be going to new computer system in the patrol cars. The program has the capacity to capture an array of information including programs specific to the beat, parks, mental health individuals, wanted individuals, photographs and all concerns and issues specific to a particular beat. Opposing shifts need to have same information and they could share information on this program (i.e. park issues, traffic flow, crime trends, etc) which empowers the officer to be the chief of that beat. Support will also be provided in the form of a crime impact team; a uniformed component introduced August 19th consisting of 2 motor and 4 uniformed officers (plus a Sergeant) that spend time in the parks. The Police Department believes they can move forward with the BIP and intend to evaluate the program after 2 months to obtain feedback from the officers and staff. The Beat officer is also responsible for call for services, youth intervention programs, and a number of other things. There is a high expectation of these officers but they will have the support of the crime impact team, motor officers, the gang detail and detectives. The Department is currently fine-tuning the electronic support system. There are 4 groups working (the MTW shift, TH-FRI-SA shift, day shift and night shift) together so staff must ensure that they are communicating with each other to determine success of the program. The Police Department wants to explore technology. An effort will be made to introduce cameras in to the village and district areas, and the Department foresees expanding these into other parts in City in the future to thwart crime and deliver extraordinary services. They are trying to download the cameras that are currently stationed at the intersections into the Watch Commanders office for service and safety reasons.

In response to Boardmembers questions, Captain Albanese explained that the Police Department will go into new deployment on January 19. The software is still being fine-tuned to be user friendly for the officers. The system is new to the patrol cars

and is still in design (which Police Department staff is overseeing). The drop-dead date for implementation is January 19. With BIP, the Parks that fall within a beat will become the responsibility of that beat officer. Ms. Bartolo noted that for a couple of years now, an outside custodial service has been engaged to primarily lock restrooms. If there are concerns or issues, the Police Department has lent assistance in securing them earlier but it is not one of their primary duties any longer. There is great communication between the Departments and PD has been very responsive. Police staff has been extremely proactive to take measures to curtail inappropriate conduct in the parks. Captain Albanese added that with BIP, someone will already be in that beat and be responsible for that park. There will be more responsible coverage. He noted that if there is a need for police service, 911 should be called, and if there is something that park staff needs to know about (non-emergency), they can relay the information to Ms. Bartolo who will communicate it to him. As such, Captain Albanese will ensure that the information is relayed to the Watch Commanders, initiating a direct patrol response. The expectation is that the officers will also have contact with individuals and staff at the parks. There will be an emphasis on getting out of the patrol car (park, school, downtown) so the officer becomes familiar with individuals in his beat and is approachable. Technology will also include a device called blue check, which is a transportable live scan useful with the transient population or runaways as a means to identify individuals onsite. The system is not voice activated but will require an officer to input information. In response to a specific comment from the Board, Captain Albanese explained that storage of data from video cameras is significant and can be problematic depending on length. The camera installation idea is a conceptual discussion at this time as far as safety as the cost would be significant. He explained the different shifts in the Police Department and the new model beginning in January: Monday-Sunday with payback days earmarked for trainings, investigative support, and other specific duties. There will be overlapping shifts and a new 10am-10pm shift introduced. He stressed the importance of the Officer in the success of the program and the energy with which they embrace the program. Officers input is necessary in refining the software so they are enthusiastic and energized. The Boardmembers were very supportive of the Beat Integrity Program. They felt it was very important that the officers be comfortable with the new program and that the new patrol car software system be user friendly for them. The Board was very positive about the interaction that the officers would have with the community and felt the information that the new technology would provide them would be extremely beneficial in the course of their work. Captain Albanese would return to the Board in 3 months to give an overview of the Beat Integrity Program and software.

ACTION Note and File.

2. Sports Staff and Officials Training

Pat Thomas gave an overview of the training utilized for both officials and staff (including part time field staff that prep the fields and supervise games). Training is conducted 3 times a year, prior to the start of the sport season. Typical training includes rules, staff responsibilities, customer service, public relations, staff expectations, talking to coaches regarding their responsibilities as employees of PRCs, program paperwork, incident reports, and staff assignments. Additional trainings may include sexual harassment, CPR and first aid, customer service, and defensive driving. Specific incidents may require special trainings. Sports officials are contractors for whom trainings are done twice a year (once before the fall and spring seasons). Topics include specific sport rules, the mechanics of officiating a game, proper signals, field positioning, and customer service training. In addition, there is a youth officials program for baseball, softball and basketball. There is recruitment from middle and high schools. The training is similar to that of the adults but they work more on specific rules and dealing with other officials and parents. Training consists of both class sessions and field sessions. Changes this year include doubling class sessions, doubling field sessions, bringing in outside trainers, and the development of a mentor program. In addition, this year, staff is videotaping the officials and using the footage to go over the mechanics to help them see what they look like and show them what they are doing on the field. There is an emphasis on how to deal with coaches and players in the adult program. Officials and field staff do very good job, as there are almost 8,000 games played per year, and very few problems.

In response to a Boardmember's questions, Mr. Thomas explained that there have been some changes in the way staff is trained within the past few years. There is an emphasis on customer service and how to deal with difficult situations. Officials deal with more conflict than they had been 5-10 years ago. They are taught to diffuse situations when frustrations result on the field and to be proactive. Staff is also being made aware of potential problems prior to games. CIF officials are used in games, however, officials are not required to have CIF certification. Trainings are mandatory and staff tries to recruit from within the programs. Staff is also working on having post-season meetings as well, but it can be difficult with overlapping seasons. There are officials who have been participating for years as well as newer individuals. Staff attempts to match the official's skill level with the appropriate game. Coaches are aware that they need to go to the Sports office with any issues or feedback. The Department maintains a list of officials throughout the year (approximately 60-70 for softball/ baseball and approximately 50 for basketball) which fluctuates. These individuals are required to go through training every season and the officials vary due to availability, other work, etc. A recent survey found our program to be competitive as far as official's fees, but need to catch up in some areas. There were not a lot of field evaluations done previously, unless an issue arose. Staff working the games provide feedback and umpire officials evaluations are also available at all times. This year, the Sports Office is implementing going out onto the field to do evaluations based on the following criteria: mechanics, hustle, proper positioning, proper attire, and to see whether the officials are making calls. Weaker officials, who are not putting in the effort, will be weeded out.

ACTION Note and File

3. Community Garden

Mr. Frank provided a brief update on the Community Garden project, which would provide the community with an opportunity to both grow vegetables free of pesticides and provide opportunities to educate youth on organic gardening methods. Staff is working with the YMCA and BUSD to develop partnerships and seek sites within the City. A previous tour of community gardens was highlighted, including: Solano Canyon Community Garden and urban farm (which includes focus neighborhood children's participation and unique public art pieces); Under Spring Street Corn Fields Project (a progressive gardening site that uses anything recycled to garden with); and the Youth Green Community Garden (which partners with LAUSD and is a good example for the City to model after). Some of the criteria for a Community Garden include the following requirements/considerations: a community driven project, location (zoning density and ample sun considerations), surrounding uses and neighborhoods, traffic and parking impacts, parcel/plot sizes, land ownership, utility connections. Ten potential sites have been identified: 1) On Winona near Washington Elementary (city-owned); 2) Tuttle Senior Adult Center (city-owned); 3) Monterrey Continuation School (BUSD); 4) Pass Ave. at Chandler (LADWP); 5) parcel alongside Stevenson Elementary (LADWP); 6) Carson Park- South (LA City); 7) Santa Anita playlot (city owned); 8) Burbank Recycle Center (city owned); 9) Elmwood community garden (Redevelopment Division-is in implementation stages and overseen by CDD, however, is only for surrounding neighborhood residents); 10) Community Day School (BUSD). Staff's favorite site is the Community dayschool property owned by BUSD. The zoning is right, it is adjacent to the Senior Artists Colony, close to the day school, and provides opportunities to develop partnerships. Staff has met with BUSD and the YMCA regarding the site and programming. BUSD is in favor of moving ahead with the project.

In response to Boardmembers inquiries, Mr. Frank clarified that the site had been the location for the Burbank Leadership turtle garden project but there would be a separate parcel to use to grow vegetables. The intention would be to have a project where students and the community could work together, build relationships and learn about organic foods. The role of the YMCA would be to assist in programming. Given that they are involved in the Healthy Cities project, it would be appropriate for them to help teach youth how to garden. There would be no missed revenue opportunities since the only fee charged would be the plot rental (depending on who maintains the parcel). The Board was assured that the location would be accessible to the community as there would be a redesign making the parking lot open during the weekends and providing accessibility to the community. Ms. Garcia added that it was important for the Board to recognize that staff was looking at partnerships and efficiencies. She clarified that this is a demonstration project and that BUSD may have other plans for the site in the future. The YMCA is in favor of running the programs. Staff is looking into perhaps working with the Boys and Girls Club and having a mentor program. There have been talks about having a community garden at the Lundigan site, as well as conversations with BTAC. Different opportunities are being looked at. Another Boardmember suggested that private sites not be disregarded and feared a site having more organizational presence than community presence. Mr. Frank explained that there might be a possibility that credits could be given to developers who set aside gardens for the residents on their properties and possibly BMC changes in the future.

ACTION Note and File

4. Capital Projects Update

Ms. Bartolo gave a brief update on the latest capital project completed; the perimeter fence at Valley Park ballfield. As was previously discussed, earlier this year the wood poles at Valley Park ballfield experienced decay and were in need of replacement. This project entailed a very unique aspect of construction (installing netting to this height) so extensive bid solicitation was required and structural engineering services were called for. The old poles and netting were removed. New steel poles were put in (embedded in concrete) and new netting was installed. Valley Park ballfield is back in use. The shade structure at Ovrom Park will be going up next week and staff will keep board apprised of other projects, which are close to completion. Ms. Stein gave a brief update on the Joslyn project, which consists of two rooms; the first entailed the enclosure of a patio area for a community/arts multi-purpose room and the other was turned into a computer lab/cyber-café (previously an arts and crafts room). The project started in early 2010 with demolition, abatement, and electrical alterations. The primary focus has been the arts room with the skylight. They are currently installing wiring in the computer room and computers have been ordered. Half the room will be classroom-oriented and the other half will have computers and tables for laptop users. There will also be a coffee bar run by volunteers. The project should be completed in early 2011. The seniors are excited and have expressed an interest in learning about email and things they could do with photos online. They will also have someone to train them on the computers, which is a new area for some older adults.

ACTION Note and File

5. Centennial Celebration

Ms. Flores reported that the mission for the yearlong celebration is for all to celebrate the Centennial, commencing on December 31, 2010. Celebrations will consist of activities and events that create civic pride, foster community partnerships and honor the past, celebrate the present and anticipate the future. Several committees and sub-committees were identified as well as their objectives. Among the many things being done to commemorate this eventful occasion are the following: a centennial logo was created; a centennial patch is being worked on for sports teams' uniforms; a theme of *100 or more ways to celebrate Burbank* was created including already existing events and new opportunities within the City; key events are

being coordinated (mile stones) such as the launch event on New Year's Eve under the metrolink overpass; the Party of the Century will take place on July 8th at the steps of City Hall to celebrate the City's official incorporation date; a ceremony will take place to remove the old time capsule and plant the new one; staff is working on an air parade in partnership with the Burbank Airport as a tribute to our aviation history; a fireworks show; staff is coordinating with the studios to secure celebrity guests who have special ties to Burbank, staff is partnering with the School District to coordinate a Lets Move event on October 1 at Carson Park and to incorporate the movement into City programs; staff plans to have youth and families engage in healthy living pledges throughout the year (holding assemblies, walking groups and different activities focusing on healthy living). The subcommittees are also working on related projects: Marketing subcommittee: approve logo use on marketing materials (vintage inspired community concept) and are also creating a website accessible through BurbankUSA.com by December 1st; Sponsorship Program subcommittee: developing a donor flexible program that highlights the Centennial Celebration plans, mail out brochures and materials, working on the opportunity for the community to purchase centennial pavers at walkways/walls at various locations within the City; Centennial Book subcommittee: creating the Centennial Book that will highlight the past, present and future of Burbank; Promotional Item subcommittee: creating quality items such as hats, polo shirts, license plate holders, beach chairs, umbrellas, shopper totes, picnic blankets, calendar, etc. as well as promotional giveaway items; Volunteer subcommittee: help connect volunteers to events throughout the Centennial year and beyond.

A Boardmember suggested that there might be an opportunity to work with the Sierra Club, which is also celebrating their centennial in 2011. In response to another Boardmember's question, Ms. Flores explained that information will also be included in the BWP newsletter included in the bills, staff is working with the local newspaper and with PIO in terms of media strategies (channel 6 and other). The item would be placed on the agenda for monthly updates as a recurring Old Business item (per Mr. Layfer's request).

ACTION Note and File

6. December meeting

Mr. Ferguson moved to go dark in December. Motion seconded by Mr. DePalo and carried 4-0.

ACTION Mr. Ferguson moved to go dark in December. Motion seconded by Mr. DePalo and carried 4-0.

OLD BUSINESS

1. City Council Agenda Items

Mr. Daste reported on the following City Council Agenda Items: November 2-Council authorized a resolution approving an application to the State of California Department of Parks and Recreation land and water conservation fund grant program; December 7- Staff will bring the Wildwood Canyon Bid Award item before the Council and the Park Patrol item (Police Departments vision) will be presented as well.

A Boardmember felt it was important for staff to relay to the Council that the Board favored the idea that was previously presented regarding the Park Patrol program as long as there was community and patrol buy-in.

ACTION Note and File.

REPORTS

1. Greens Committee- Mr. Prouty reported that the Committee is looking at the possibility of new golf carts, and there were discussions regarding restaurant service levels.

ACTION Note and File

2. Youth Board- Mr. Prouty reported that the group voted to continue to participate in Christmas baskets and the Easter Eggstravaganza's bunny booth.

ACTION Note and File

3. Child Care Committee- Mr. DePalo reported that the updated Directory is due out late January. The group hosted a speaker from the Center for the Partially Sighted who spoke on the importance of screening children for perceptual problems.

ACTION Note and File

4. BAF- Mr. DePalo reported that the Board interviewed candidates for the BAF Board of Directors. Mr. Layfer added that the process worked well. Three BAF members, Mr. DePalo and Mr. Layfer interviewed 5 candidates, and were able to make evaluations based on the interview questions. The candidates and their rankings will be presented at the next Park

Board meeting, along with the top 2 choices that the panel voted on. There will be an installation in January where new members will be sworn in. There were originally 5 applicants, however, only 5 decided to participate in the interview process.

ACTION Note and File

ADDITIONAL COMMENTS FROM AUDIENCE

None.

ADDITIONAL COMMENTS FROM BOARD AND STAFF

Mr. DePalo commented on several events he attended and invited everyone to attend the Veterans Day Ceremony. Mr. Ferguson also suggested that the Burbank Times be used to promote Centennial Celebration items and thanked the Veterans for their service.

ADJOURNMENT

The meeting adjourned at 8:31 pm.

CHAIR: _____ Date: _____

SECRETARY: _____ Date: _____